



DEPARTMENT OF DEFENSE (DoD)

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Military Photographer of the Year (MILPHOG)

Standard Operating Procedure  
January 1, 2002 through December 31, 2002

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**DEPARTMENT OF DEFENSE  
MILITARY PHOTOGRAPHER OF THE YEAR  
STANDARD OPERATING PROCEDURE  
CONTEST YEAR 2002**

**Table of Contents**

I.	Background	2
II.	Eligibility	2
III.	Contest Dates	2
IV.	Awards	2
V.	Still Media Division	3
VI.	Still Media Categories	4
VII.	Motion Media Division	4
VIII.	Motion Media Categories	6
IX.	Judging	8
X.	After Action	8
XI.	DoD Awards Presentation Ceremony	9
XII.	Points of Contact	9
	Attachment 1 (Packaging/Shipping)	10
	Attachment 2 (Entrant Data Form)	11
	Attachment 3 (Still Image IPTC Fields)	12
	Attachment 4 (Image Submission Specifications)	16
	Attachment 5 (Motion Media Caption Sheet)	20

## **I. Background**

The annual MILPHOG Awards Program is designed to recognize and reward military photographers and videographers for their achievements in furthering the objectives of photography as a command information and documentation medium within the military. This program operates under the aegis of the Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)) and is administered by the Commandant of the Defense Information School (DINFOS), with cooperation from national and local professional organizations.

## **II. Eligibility**

A. The MILPHOG Awards are presented in nine still and seven motion media categories. Entries must conform to all applicable DoD Component and U.S. Coast Guard guidelines as well as the category eligibility requirements within this program. Entries must reflect the highest standards of military and photographic excellence.

B. This program is open to active duty, Reserve, and National Guard enlisted personnel of the five Armed Services holding the MOS, NEC, or AFSC of photographer, journalist, photojournalist, videographer, graphic artist or equivalent. Members who leave the Armed Forces during the year may compete as long as the material submitted was completed in its entirety while on active duty or in a Reserve or National Guard status. Personnel assigned to the Coast Guard Auxiliary and the Civil Air Patrol are prohibited from competing, unless eligible under another category.

C. Questions concerning eligibility will be addressed by the Commandant, DINFOS, or his/her designee.

## **III. Contest Dates.**

Material entered for competition must have been produced between October 1, 2001 and December 31, 2002, and not have been judged previously. All entry packages must be received no later than **February 14, 2003** (see Attachment 1 for shipping and packaging directions). Judging will take place at the Defense Information School (DINFOS) on March 12-13, 2003.

## **IV. Awards**

A. The Military Photographer of the Year and the Military Videographer of the Year will receive awards appropriate to their professional specialty. The first-place winners in each category will receive plaques and certificates; the second-place, third-place, and honorable mention finishers in each category will receive certificates. All winners will receive congratulatory letters.

B. The judges will normally select only one first, second, and third-place winner in each category. The number of honorable mention winners (up to three) will be at the discretion of the judges. Where no entry in a category is considered within contest standards, judges may choose to withhold any or all awards within that category.

C. A Director's Award may be presented by the Assistant Secretary of Defense for Public Affairs for still and/or motion media that were submitted to the DoD Joint Combat Camera Center (JCCC) during the course of military operations and exercises, and are of exceptional quality or have contributed immeasurably to telling the DoD story. Judging in this category will consider all still and motion media received by the JCCC regardless of whether the material was submitted as a formal entry in other categories of the MILPHOG competition.

D. Winning entries will be posted on the DINFOS Web site at <http://www.dinfos.osd.mil>. Winning photographs will be placed on exhibit in the Pentagon display area of the OASD(PA). All entries remain the property of the Department of Defense.

## **V. Still Media Division**

A. All entries of the Still Media Division:

1. **Must have been produced for military photographic documentation purposes as part of the entrant's visual information duties;**

AND

2. **Must depict, or relate to, an aspect of military life;**

AND

3. **Must conform to the ethical policies outlined in DoD Directive 5040.5.**

AND

4. **Must be approved for public release by Installation Commanding Officer or other designated representative (e.g. Field Public Affairs Officer).**

*(Entries received that in the opinion of contest officials do not meet these criteria will not be judged.)* Entries may not have been taken as part of a professional business enterprise and must conform to the rules of the competition. The competition is open only to individual entries.

B. Each entry package must have a completed Entrant Data Form (Attachment 2). Each still photo submission must be named in accordance with the Image Submission Specifications (Attachment 4) and contain the IPTC information outlined in the Still Image IPTC Fields (Attachment 3). Multiple entries may be shipped together as long as the material for each entrant is clearly separated.

C. Color or black and white entries are acceptable in all categories. Further guidance as to size, resolution and file format may be found in the Image Submission Specifications (Attachment 4).

D. No more than 20 entries may be submitted by any one entrant.

E. All captions will be written according to the guidelines set forth in the DoD Imagery and Caption Style Guide, chapter 2, available at [http://dodimagery.afis.osd.mil/dodimagery/dtm/style\\_guide.pdf](http://dodimagery.afis.osd.mil/dodimagery/dtm/style_guide.pdf). Exceptions to this policy are outlined in Attachment 3.

**VI. Still Media Categories.** The following nine Still Media categories are established for the MILPHOG Awards Program.

A. Combat Camera Category. Depicts the U.S. military in connection with a Joint or Service exercise or operation.

B. Picture Story Category. Collection of pictures that reveal a storyline. Specifications as to how to submit the Picture Story are found in Attachment 4.

C. News Category. Scheduled or unscheduled news event.

D. Feature Category. Storytelling picture not necessarily news-related; usually a situation that has strong human interest or a fresh view of a commonplace occurrence.

E. Portrait/Personality Category. Picture that captures subject's character.

F. Illustrative Photography Category. Photographic illustration from a pre-conceived idea.

G. Pictorial Category. Picture that exploits the graphic qualities of the subject with primary emphasis on composition.

H. Sports Category. Feature picture that is sports-related.

I. Portfolio Category. A portfolio entry may consist of no more than 10 entries, with at least one entry in the Combat Camera category, one in the Picture Story category, and at least one entry in four of the remaining six categories. No more than two picture stories may be included. All entries in the portfolio will be judged in their respective categories and count towards the maximum of 20 entries per entrant limit. The winner of this category is recognized as Military Photographer of the Year.

**VII. Motion Media Division.** According to former judges, “the prime criterion is storytelling. Storytelling is rarely enhanced by the use of special effects and wipes.” (Note: The editing category is an exception and the use of special effects and wipes is encouraged.)

A. Each entry package must have a completed Entrant Data Form (Attachment 2). Each separate motion media submission within a package must have a Motion Media Caption Sheet (Attachment 5). These forms may be typed or printed. Locally reproduced copies and word processor-produced equivalents are acceptable. All captions will be written according to the guidelines set forth in the DoD Imagery and Caption Style Guide, chapter 3, available at [http://dodimagery.afis.osd.mil/dodimagery/dtm/style\\_guide.pdf](http://dodimagery.afis.osd.mil/dodimagery/dtm/style_guide.pdf). Individual shot descriptions are not required in the caption.

B. Entrants may compete in all seven categories. Except for the Military Videographer of the Year (MVOY) category, the same clip may not be entered in more than one category. No more than 12 entries are allowed per entrant. No more than three entries are allowed per category. Only two entries are permitted from each entrant in the Feature Story/Production category and only one in MVOY. A video entrant's submissions may be placed on a single tape (use MVOY leader and 10 seconds black between each submission).

C. One hundred percent of the entry must have been shot by the submitting individual, except for the Editing and Feature Story/Production categories. Entries may not have been taken as part of a professional business enterprise and must conform to the rules of the competition. The competition is open only to individual entries. **Each entry must be approved for public release by an Installation Commanding Officer or other designated representative (e.g. Field Public Affairs Officer).**

D. Each entry (except the Feature Story/Production category) must not exceed three minutes (excluding titles before first scene). **Each entry must depict an aspect of military life or mission.** The run time must be listed on a label attached to the videotape.

E. A maximum of 30 seconds of historical/archival stock footage may be used in entries if critical to the story (exception: see Editing category). (Note: Historical photographs are considered stock footage.)

F. The editing of each entry must be the work of the individual submitting the entry (exception: see Editing and Feature Story/Production categories). In general, material may be re-edited to meet MILPHOG parameters according to the category - e.g. time and sound requirements, music clearances, etc.

G. The Editing category is designed to recognize the talents and achievements of the videographer/editor in editing a clip depicting any aspect of the military mission. Post-Production techniques such as narration, interviews, music, dissolves, wipes, split screens, slow motion, and computer graphic displays are encouraged in this category.

H. Betacam, Hi8, or DVC-Pro are the preferred formats for all submissions. VHS/S-VHS entries are no longer acceptable.

I. Titles, which may be applied in the field, and use of fade-in and fade-out of the titles, are permitted for all categories.

J. All submissions will have the following leader:

1. 30 seconds Bars and Tone (if available).
2. 10 seconds of Slate (name, organization, video title and category); may be electronically generated.

3. 5 seconds Black, (no countdown).

4. Video Clip, (no credits).

5. 5 seconds Black (at end).

K. Multiple entries from a single entrant may be recorded on a single tape. MVOY entries must have both clips on the same tape back to back. Entrants must submit their own tape.

L. Music must be cleared for public release. Source of all production music/audio effects must be identified on the Motion Media Caption Sheet (Attachment 5). Use of copyrighted music/ audio effects without written permission is prohibited and will result in disqualification. **A copy of the written permission must accompany the entry.**

**VIII. Motion Media Categories.** The following seven motion media categories are established for the MILPHOG Awards Program. (NOTE: The MILPHOG Competition Coordinators reserve the right to re-designate entries into the most suitable category.)

A. Combat Camera Category: This is an uncontrolled action clip that depicts the U.S. Military in connection with a joint or Service exercise, contingency operation, or real-world event. No music is allowed. Natural sound, and if needed, an interview with identified participant for voice-over, may be used. Appropriate non-digital effects, fades, or wipes will be allowed. Reporter stand-ups or narration are not allowed.

B. Uncontrolled Action Category: This is an uncontrolled action clip that depicts any aspect of the military mission, which does not qualify for the Combat Camera category. Music is allowed (no music videos). Natural sound, and if needed, an interview with identified participant for voice-over, may be used. Appropriate non-digital effects, fades, or wipes will be allowed. Reporter stand-ups or narration are not allowed.

C. Controlled Action Category: This is a controlled action clip that depicts any aspect of the military mission. Music is allowed (no music videos). Natural sound, and if needed, an interview with identified participant for voice-over, may be used. Appropriate non-digital effects, fades, or wipes will be allowed. Reporter stand-ups or narration are not allowed.

D. Editing Category (Linear and Non-Linear systems): Footage used for this clip may or may not be the work of the individual submitting the entry. Up to 100 percent of the three-minute entry may be military-generated archival stock footage. Up to 30 seconds of the clip may be non-military historical/archival stock footage, if critical to the story. Appropriate digital or non-digital effects, wipes, or dissolves will be allowed.

E. Feature Story/Production Category: This category is established to recognize the work of one or more individuals. The entrant must have contributed at least 40 percent of the original footage. Only two stories, each up to five minutes in length, may be submitted by each entrant.

DD Form 1995 is not required. Individuals' shooting contributions must be identified in the cover story of the caption sheet. This is a controlled/uncontrolled action clip that depicts any aspect of the military mission. Music is allowed (no music videos). Natural sound, and if needed, a reporter stand-up and/or interview with identified participant for voice-over, may be used. Appropriate digital or non-digital effects, fades, or wipes will be allowed. If reporter's tag is the entrant's, the tag must be removed. All news anchor intro and out tags must also be removed.

F. Broadcast Story Category (With or Without Reporter Stand-Up): This category is designed for stories with or without a reporter stand-up. Music is allowed (No Music Videos). Natural sound, and if needed, an interview with identified participant for voice-over, may be used. Appropriate digital or non-digital effects, wipes, or dissolves will be allowed. If the reporter's tag is the entrant's, the tag must be removed. All news anchor intros and out tags must be removed.

G. Military Videographer of the Year (MVOY) Category: The winner of this category is recognized as MVOY. **The MILPHOG Staff will not assemble the MVOY submission.** The specifications for this category are as follows:

1. The entry must comprise two edited motion media clips:
  - (a) One uncontrolled action from:
    - Combat Camera CategoryOR
    - Uncontrolled Action Category
  - (b) One controlled action from:
    - Controlled Action Category
2. The clips submitted must be the work of the individual submitting the entry.
3. All individual category rules apply.
4. MVOY clips must be entered individually in the appropriate category.
5. Both clips must be on one tape or back-to-back with the following leader:
  - (a) 30 seconds Bars and Tone (if available).
  - (b) 10 seconds of Slate (name, organization, project title and category); may be electronically generated.
  - (c) 5 seconds Black (no countdown).
  - (d) Video Clip 1 (no credits).



(e) 5 seconds Black.

(f) Video Clip 2 (no credits).

**(g) 5 seconds Black (at end of 2nd clip).**

## **IX. Judging**

A. Will be conducted by still and motion media professionals from national and local organizations.

B. Will be held at DINFOS on March 12-13, 2003.

C. Will evaluate both still and motion media entries on:

1. Professional excellence,
2. Technical quality;
3. Originality;
4. Applicability to military life or military mission.

**X. After Action.** Following the judging, the Defense Information School will:

A. Distribute a list of the winners.

B. Provide plaques, certificates, and awards.

C. Prepare congratulatory letters to all winners and certificates for significant contributors.

D. Forward letters, plaques, and certificates to service coordinators for required action at the headquarters level.

E. Prepare and distribute a news release.

## **XI. DoD Awards Presentation Ceremony**

A. In coordination with the DoD components and the U.S. Coast Guard, the Defense Information School will invite the Military Photographer of the Year, the Military Videographer of the Year, and the first-place winners of all categories to receive their awards at a formal ceremony.

B. Travel funding to attend the ceremony will be provided by the Defense Information School for the Military Photographer of the Year and the Military Videographer of the Year.

C. Attendance by first-place category winners at the ceremony is encouraged and is the responsibility of each individual's organization.

D. Awards and letters for all other winners will be sent via their command organization.

## **XII. Points of Contact**

A. Questions regarding these instructions can be addressed to the following personnel:

LT Greg Kuntz, USN, MILPHOG Program Coordinator  
DSN: 622-4989 COMM: 301-677-4989 milphog@dinfos.osd.mil

TSgt Jason White, USAF, MILPHOG Coordinator  
DSN: 622-4250 COMM: 301-677-4250 whitej@dinfos.osd.mil

MSgt Mark Suban, USAF, MILPHOG Still Photography Competition Coordinator  
DSN: 622-3685 COMM: 301-677-3685 subanm@dinfos.osd.mil

SSgt Shawn Griffin, USAF, MILPHOG Motion Media Competition Coordinator  
DSN: 622-3166 COMM: 301-677-3166 griffins@dinfos.osd.mil

## **PACKAGING/SHIPPING OF ENTRIES**

1. Each submission is limited to the work of one entrant, must contain an Entrant Data Form (Attachment 2) and must be mailed prepaid. Each Motion Media entry must contain a Motion Media Caption Sheet (Attachment 5). Entry packages must be received no later than **February 14, 2003**. Indicate on the outside of the package if submission is for Still or Motion Media Division. Multiple entries may be shipped together as long as the material for each entrant is clearly separated.
2. Complete mailing address to include 9-digit zip code and homeport/unit location is essential. Avoid nicknames and unit/activity acronyms that require interpretation. Locally reproduced forms are acceptable, as are word-processed equivalents. If PCS transfer is anticipated before March of the judging year, please include new address.
3. Entries mailed from APO's or FPO's, if using a franked government label, must be stamped 4TH CLASS MOM in order to be shipped by air to CONUS.
4. Entrants desiring to be notified of receipt of entry package must include a self-addressed, stamped postcard.
5. No entries or media will be returned.
6. Mail packages to:

Defense Information School  
ATTN: MILPHOG Coordinator  
6500 Mapes Road  
Ft. George G. Meade, Maryland 20755-5620

# MILPHOG ENTRANT DATA FORM

## Contest Year 2002

Division Entered: ☐ Still Media ☐ Motion Media

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Last 4 Digits of SSAN: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Branch of Service: ☐ USA ☐ USN ☐ USMC ☐ USAF ☐ USCG MOS/NEC/AFSC: \_\_\_\_\_  
☐ Active Duty ☐ National Guard ☐ Reserve

**USN and Coast Guard Only:** Rate: ☐ PH ☐ JO ☐ PA ☐ DM ☐ LI ☐ Other \_\_\_\_\_

Organization \*: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City / APO / FPO: \_\_\_\_\_ State: \_\_\_\_\_ Zip-Code: \_\_\_\_\_

Phone Number: DSN: \_\_\_\_\_ Commercial: \_\_\_\_\_

E-mail address \*\*: \_\_\_\_\_

### Enter number of entries entered into each category

#### Still Media Division Entries

Combat Camera: \_\_\_\_\_  
News: \_\_\_\_\_  
Portrait / Personality: \_\_\_\_\_  
Pictorial: \_\_\_\_\_  
Picture Story: \_\_\_\_\_  
Feature: \_\_\_\_\_  
Illustrative: \_\_\_\_\_  
Sports: \_\_\_\_\_  
Portfolio: ☐ Yes ☐ No

#### Motion Media Division Entries

Combat Camera: \_\_\_\_\_  
Uncontrolled Action: \_\_\_\_\_  
Controlled Action: \_\_\_\_\_  
Editing: \_\_\_\_\_  
Feature Story / Production: \_\_\_\_\_  
Broadcast Story: \_\_\_\_\_  
MVOY: ☐ Yes ☐ No

I certify that all materials submitted with this entry form are the sole work of the applicant and are unclassified and releasable through the Department of Defense for public exhibition. Imagery was accomplished between 1 October 2001 and 31 December 2002. I further certify that all images submitted meet the criteria established in DoD Directive 5040.5, Alteration of Official DoD Imagery. If I was in a Reserve or National Guard component, I occupied a validated position and all imagery submitted was accomplished while assigned to an active duty unit, or during annual training.

\_\_\_\_\_  
Signature of Applicant (**MUST BE SIGNED**)

\*If PCS is anticipated prior to competition judging, please include new unit address.

\*\* Any e-mail address where we can contact you.

## STILL IMAGE IPTC FIELDS

Portions of the information contained in this attachment have been extracted from the DoD Imagery and Caption Style Guide.

### Inputting Caption and Entry Information

It is recommended that each entrant first get all images scanned, acquired, adjusted and saved before entering the caption and entry information as this process will be much easier to do as a group, one right after another.

All information will be input using the FILE INFO command of Adobe Photoshop (by selecting File > File Info) or using the captioning capabilities of SCC MediaGrid (the MediaGrid field name, if different than the Photoshop File Info field name, is annotated in square braces [ ]). All sections annotated as Required must be filled out or the entry may be disqualified from competition. With the exceptions of the Caption, Category and Headline fields, the information to be input will follow the guidelines of the DoD Imagery and Caption Style Guide.

#### Section: Caption

##### 1. Field: Caption (Required)

###### a. Enter the caption information as follows:

- i. Action. The first sentence of the caption describes the action in the photo, in the present tense, and states when and where the photo was taken. If a person is the subject, include full name, rank, and unit of assignment (do not include hometowns).
  1. Who. The “who” description should include name, rank, and military unit or organization of identifiable individuals (do not include hometowns).
  2. What. The “what” description should include the name and nomenclature of any weaponry or equipment; the name and hull designator of any ship; the name and designator of any aircraft or missile; and the unit name and designator of any unit shown. The description should also include any special field gear (such as backpacks, nuclear-biological-chemical protective suits, or utility belts) that people are wearing or carrying. If the subject is a building, facility, fort or site, then include the name and appropriate designator. If unable to obtain information by inquiry, then record the relevant nomenclature plates, logos, signs, flags or other identifiers.
  3. When. The “when” description should include the date and also approximate time if this is relevant to understanding the content of the image.
  4. Where. The “where” description should include the geographic name of the place where shot. If an aerial shot, the “where” should state: “aerial shot of [subject] over [what geographic place or area].” If shot at sea, the “where” should indicate the body of water and some indication of where (such as “on board the USS Kennedy 200 miles NE of Norfolk” or 55°N 100°W). If an interior shot, the “where” should indicate what the scene is the interior of (such as “interior of C-141 cockpit” or “room 2C147 of the Pentagon”).

5. How. The “how” description should include the significance of the actions, subjects, or events depicted unless it is otherwise obvious, i.e. how is the imagery important? If the subjects are performing some action or activity, identify it.
  6. Why. The “why” description should include the purpose of the operation or exercise that the imagery documents.
- ii. Background. The second sentence of the caption gives background on the news event or describes why the photo is significant to the DoD. This usually gives the “big picture.”
  - iii. Whenever possible, try to keep captions to no more than two concise sentences, approximately 100-150 words, while including the relevant information.
- b. For the purposes of this competition, **do not** include a credit line or any other information which might identify the photographer in the caption. Further, do not repeat information gathered elsewhere in the IPTC header information.
  - c. The following are examples of proper captions:
    - i. An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting operations in the Persian Gulf during a six month deployment in support of Operation Southern Watch.
    - ii. Maj. Frank Cavuoti (left), U.S. Air Force, of Garden City, N.Y., and Capt. Mike Ouellette, U.S. Air Force, of Bolton, Conn., plan their sortie for exercise Global Guardian. The two B-2 Spirit stealth bomber pilots are in an area know as the Vault, a secure underground mission planning facility at Whiteman Air Force Base, where B-2 crews receive all their mission data and plan how they will complete their tasking. Cavuoti and Ouellette are attached to the 394th Bomb Squadron, 509<sup>th</sup> Bomb Wing at Whiteman.
2. Field: Headline [Operation/Exercise Name] (Required)
    - a. Normally, this field would contain the name of the operation or exercise. For the purposes of this competition, this field will contain the Title of the photograph as designated by the entrant.
  3. Field: Special Instructions [Public Release Instructions] (Required)
    - a. Enter the Name and Rank of the releasing authority for images approved for release by a field Public Affairs Officer or Installation Commanding Officer.
  4. Field: Caption Writer [Caption Editor] (leave blank)
    - a. Leave this field blank.

The screenshot shows a 'File Info' dialog box with the following fields and content:

- Section:** Caption (selected from a dropdown)
- Caption:** An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting operations in the Persian Gulf during a six month deployment in support of Operation Southern Watch.
- Caption Writer:** (empty text field)
- Headline:** Flying High
- Special Instructions:** John C. Doe, LT, USN

Buttons on the right side of the dialog include: OK, Cancel, Prev, Next, Load..., Save..., and Append.

## Section: Keywords

1. Field: Keywords (Optional)
  - a. Single word entries. Please leave this blank under normal circumstances. However, when images show multi-Service subjects, please note the Services shown as individual keywords.

## Section: Categories

1. Field: Category [Service Shown] (Required)
  - a. Normally, this field would contain a code for the Service branch of the subjects of the image. For the purposes of this competition, enter the three-character category code using upper case letters. Use the following category codes:
    - i. COM: Combat Camera
    - ii. NEW: News
    - iii. FEA: Feature
    - iv. POR: Portrait / Personality
    - v. ILL: Illustrative
    - vi. PIC: Pictorial
    - vii. SPO: Sports
    - viii. PST: Picture Story (Each component of the picture story will have this code entered)
  - b. Entries as part of the Portfolio will have their respective category codes used.
2. Field: Supplemental Categories (Required)
  - a. Photographer's Home Unit Email and Phone Number.
  - b. Normally this field would contain Classification and Classification Authority information as well. All images submitted to the Military Photographer of the Year competition **must** be unclassified. **DO NOT** submit images that contain FOUO, Confidential, Secret or higher classifications.
3. Field: Urgency [Not Used] (Leave Blank)

The screenshot shows the 'File Info' dialog box with the 'Categories' section selected. The 'Category' dropdown is set to 'COM'. The 'Supplemental Categories' section has a text input field containing 'smith@somebase.mil' and '123-456-7890'. To the right of this field are buttons for 'Add', 'Replace', and 'Delete'. At the bottom, the 'Urgency' dropdown is set to 'None'. On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Prev', 'Next', 'Load...', 'Save...', and 'Append'.

## Section: Credits

1. Field: Byline [PH Rank & Name] (Required)
  - a. Enter the entrants Name, Rank and Service (e.g. John A. Smith, TSgt, USAF).
2. Field: Byline Title [PH Home Unit] (Required)
  - a. The entrants Home Unit
3. Field: Credit [PH TDY Unit] (Optional)
  - a. The unit the entrant was temporarily assigned to during the shoot (must be on official orders).
  - b. If not assigned, leave blank.
4. Field: Source [Image Source] (Required)
  - a. The media used to capture the image, either Digital or Film is entered here (do not enter the film type or format).

The screenshot shows the 'File Info' dialog box with the 'Credits' section selected. The 'Byline' field contains 'John A. Smith, TSgt, USAF'. The 'Byline Title' field contains '123 Combat Camera Sq'. The 'Credit' field is empty. The 'Source' field contains 'Digital'. On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Prev', 'Next', 'Load...', 'Save...', and 'Append'.

## Section: Origin

1. Field: Object Name [VIRIN] (Required)
  - a. Enter the Visual Information Record Identification Number (VIRIN). NOTE: For Picture Story entries, only the composite image is required to have a VIRIN. Individual components of the layout do not need to have a VIRIN.
  - b. The format of the VIRIN is as follows:  
YYMMDD-S-NNNNA-XXX
    - i. Field 1 (YYMMDD): Date the image was acquired or originated, in the year, month, and date format.
    - ii. Field 2 (S): The service affiliation or status of the photographer. The code abbreviations are:  
A = Army  
N = Navy  
F = Air Force  
M = Marine Corps  
G = Coast Guard
    - iii. Field 3 (NNNNA): Last four digits of the photographer's SSAN and the first initial of the photographer's last name.
    - iv. Field 4 (XXX): Image or unit of media number in sequential order for images shot on the day specified in Field 1. Numbering should follow the approximate order in which each unit of media was acquired or originated by the photographer on the day specified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. No two images shot on the same day should have the same values in this field.
2. Field: Date Created [Date Shot] (Required)
  - a. The date the image was taken. This date must match the date in the VIRIN. The format is YYYYMMDD.
3. Field: City [Base/Locale] (Required)
  - a. The base or locale of the shoot
4. Field: Province-State [State/Prov.] (Required)
  - a. The state or province of the shoot. Use two letter codes.
5. Field: Country Name [Cntry/Area] (Required)
  - a. The country or area of the shoot. Use three letter code. For ocean areas enter the area, i.e. IOR (Indian Ocean Region), for aerals use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.
6. Field: Original Transmission Reference [Command Shown] (Optional)
  - a. Enter the Major Command of the unit photographed. For example: Air Mobility Command or Atlantic Fleet or FORSCOM or EUCOM.

The screenshot shows a 'File Info' dialog box with the 'Origin' section selected. The 'Object Name' field contains '020101-F-1234S-001'. The 'Date Created' field shows '1/1/02' with a 'Today' button next to it. The 'City' field contains 'Somebase'. The 'Province-State' field contains 'MD'. The 'Country Name' field is empty. The 'Original Transmission Reference' field is empty. There is a checkbox labeled 'Preserve Additional Information' which is checked. On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Prev', 'Next', 'Load...', 'Save...', and 'Append'.

## Section: Copyright & URL

1. Leave these fields blank.



## IMAGE SUBMISSION SPECIFICATIONS

Portions of the information contained in these specifications have been extracted from the DoD Imagery and Caption Style Guide as directed by DoDI 5040.6.

### File Naming

All images (files) entered in the competition (with the exception of entries into the Picture Story category, which are explained below) must be named as follows:

1. The first three characters of the file name identify what category the image belongs to. The categories are as follows:
  - a. COM: Combat Camera
  - b. NEW: News
  - c. FEA: Feature
  - d. POR: Portrait / Personality
  - e. ILL: Illustrative
  - f. PIC: Pictorial
  - g. SPO: Sports

2. Next enter the VIRIN number of the image (all images submitted MUST have a VIRIN number assigned). Please ensure that the VIRIN used in the file name matches the VIRIN placed in the Origin section of the IPTC Header (see Attachment 3). The VIRIN consists of 15 data elements in the following format: YYMMDD-S-NNNNA-XXX

Following is a description of the data elements for the VIRIN fields (with a dash between each field):

- a. Field 1 (YYMMDD): Date the image was acquired or originated, in the year, month, and date format.
  - b. Field 2 (S): The service affiliation or status of the photographer. The code abbreviations are:
    - A = Army
    - N = Navy
    - F = Air Force
    - M = Marine Corps
    - G = Coast Guard
  - c. Field 3 (NNNNA): Last four digits of the photographer's SSAN and the first initial of the photographer's last name.
  - d. Field 4 (XXX): Image or unit of media number in sequential order for images shot on the day specified in Field 1. Numbering should follow the approximate order in which each unit of media was acquired or originated by the photographer on the day specified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. No two images shot on the same day should have the same values in this field.
3. Finally, an extension must be placed on the end of the file. Since all images are to be submitted as JPEGs, the .jpg extension will be used.

Following are examples of what each filename should look like:

For the 53rd image shot by Air Force SSgt John Doe (SSAN 123-45-6789) on March 21, 2002 to be entered in the Combat Camera Category, the filename is:

COM020321-F-6789D-053.jpg  
For the 125<sup>th</sup> image shot by Army Sgt Jane Smith (SSAN 987-65-4321) on  
October 10, 2002 to be entered in the Sports Category, the filename is:  
SPO021010-A-4321S-125.jpg

### **Scanning Specifications for Negative or Transparency Film**

1. A sample image is posted on the DINFOS web site at [www.dinfos.osd.mil/milphog/entryInfo/sample.jpg](http://www.dinfos.osd.mil/milphog/entryInfo/sample.jpg). Download this image and adjust your monitor so that this image renders accurate color, contrast and density. This image will be used as a guide to adjust the digital projection system used during the competition.
2. Scan images as RGB or Grayscale. Do not use CMYK.
3. The final image size should be 10 inches at the largest dimension at a resolution no higher than 300PPI. (All attempts should be made to scan at 300PPI, but do not resize the image in Adobe Photoshop in order to obtain this resolution.)
4. Save the image as a JPEG with a quality level of 10 (quality level of 8 if the scale is 0 to 10).
5. Follow the instructions in Attachment 3 for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

### **Image Specifications for Digital Camera Originals**

1. A sample image is posted on the DINFOS web site at [www.dinfos.osd.mil/milphog/entryInfo/sample.jpg](http://www.dinfos.osd.mil/milphog/entryInfo/sample.jpg). Download this image and adjust your monitor so that this image renders accurate color, contrast and density. This image will be used as a guide to adjust the digital projection system used during the competition.
2. Submit digital entries at their original file size. When cropping, do not specify a size and resolution as this will change the number of pixels and the file size of the image.
3. Convert the dimensions of the image so that the longest dimension is 10 inches, but do so without increasing the file size. (Do this in the Image Size dialog box with Resample Image turned off.)
4. Save the image as a JPEG with a quality level of 10 (quality level of 8 if the scale is 0 to 10).
5. Follow the instructions in Attachment 3 for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

### **Image Specifications for Picture Story Entries**

1. Each Picture Story submitted will consist of the following:
  - a. A traditional composite picture story layout that does not exceed 14x44 inches in size at a resolution of 72PPI. Do not submit the composite layout in high resolution.
  - b. Each image used in the layout. The individual images will be submitted in the sizes specified in the Scanning Specifications for Negative or Transparency Film and Image Specifications for Digital Camera Originals sections of this attachment. The individual images used as part of the layout do not count towards the 20 maximum entries per entrant.

2. Each image will be named using the following criteria:
  - a. Each file name will begin with PS#, where # is the number of the Picture Story (i.e. PS1, PS2, PS3, etc.).
  - b. Next, the last 4 digits of the entrants SSAN, followed by the first character of the entrant's last name.
  - c. A dash
  - d. For the composite image, place a C. For the individual photographs, place a number identifying the location the image appears in the composite image starting with 1 on the left side counting images as they proceed down and to the right.
  - e. The .jpg file extension.
3. The composite image and the individual images will be placed into a folder named PS1NNNNA, where NNNN is the last four digits of the entrants SSAN and A is the first character in the entrant's last name. The components of each subsequent Picture Story submitted will be saved in folders named PS2NNNNA, PS3NNNNA, etc.
4. Here is an example of how each Picture Story entry should appear:
 

PS16789A	(Folder Name)
PS16789A-C.jpg	(Composite Image)
PS16789A-1.jpg	(Components of the Composite Image)
PS16789A-2.jpg	
PS16789A-3.jpg	
PS16789A-4.jpg	
PS16789A-5.jpg	
5. Each Picture Story counts as one entry towards the maximum of 20 entries per entrant.

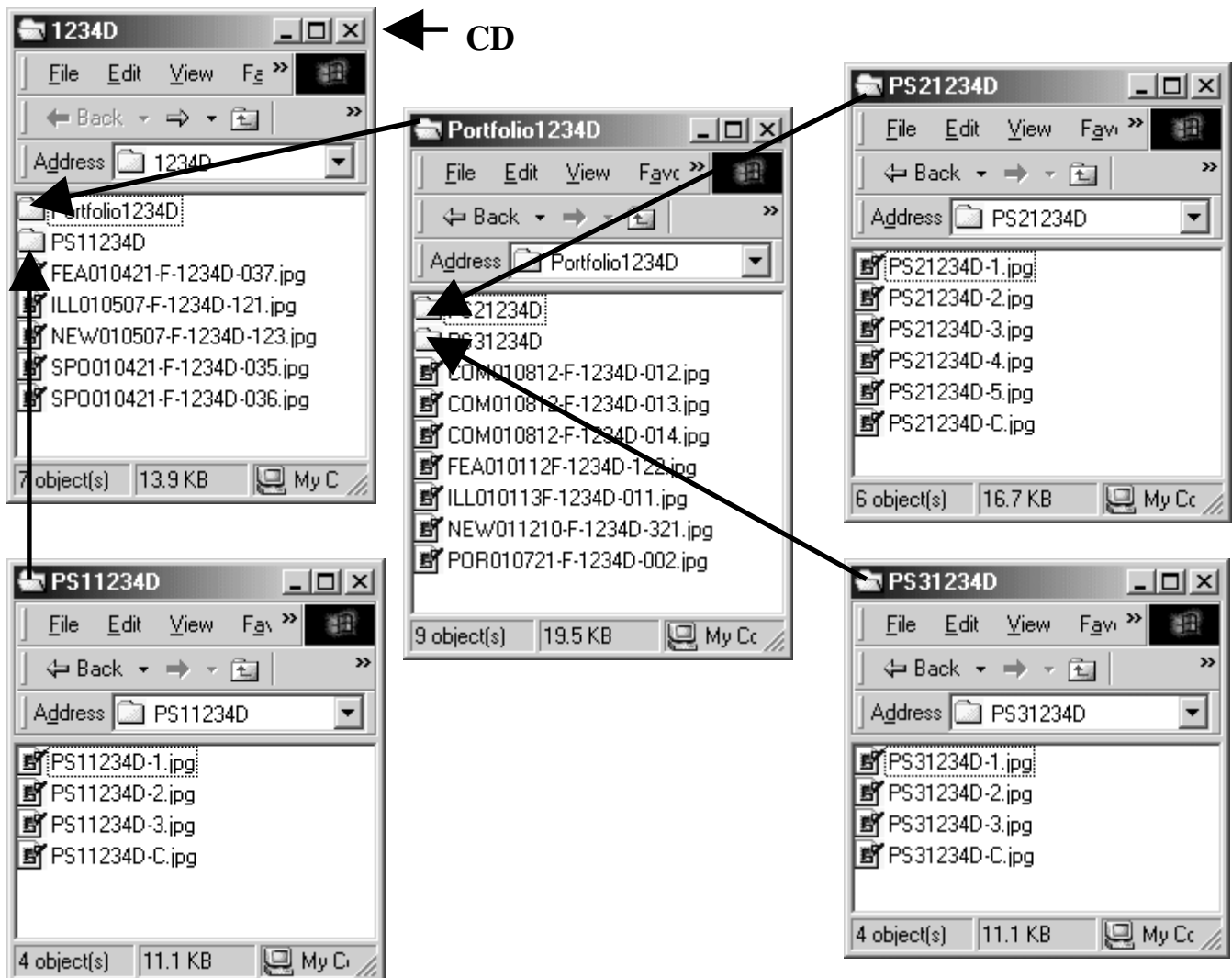
### **Portfolio Submission**

1. Images to be entered as part of the Portfolio for judging as the Military Photographer of the Year shall be placed into a folder named PortfolioNNNNA, where NNNN is the last 4 digits of the photographer's SSAN and A is the first character of the entrant's last name.
2. Images entered as part of the Portfolio will automatically be distributed to their individual categories, so should not be submitted twice. All images submitted as part of the Portfolio shall be named in accordance with the image's normal category naming criteria.
3. The Portfolio must consist of images from the following categories:
  - a. Combat Camera
  - b. Picture Story
  - c. At least one entry in four of the remaining six categories
4. The Portfolio may consist of no more than 10 entries. No more than two Picture Stories may be included. Each entry in the Portfolio counts as one entry towards the maximum of 20 entries per entrant.

### **Submitting Entries**

1. Images should be saved onto a CD-ROM. The format of the CD-ROM must be ISO9660 compliant. DVD, Zip (100 and 250 MB) and Jaz (1 and 2 GB) disks will also be accepted.  
**Note: Media will not be returned.**
2. The organization of the disk should be as follows:

- The name of the diskette should be NNNNA, where NNNN is the last four digits of the entrants SSAN and A is the first initial of the entrants last name.
- A folder named NNNNAPortfolio, consisting of all entries to be judged in the Portfolio category.
- A folder for each Picture Story and their components named PS# (where # is 1, 2, 3, etc, dependent on the number of Picture Stories submitted by the entrant).
- All entries not part of the Portfolio should not be in a folder.
- Following is an example of what the directory structure of the disk should look like.



# MOTION MEDIA CAPTION SHEET

Name of Entrant: \_\_\_\_\_

Category:

- ☐ Combat Camera
- ☐ Uncontrolled Action
- ☐ Controlled Action
- ☐ Editing
- ☐ Feature Story / Production
- ☐ Broadcast Story
- ☐ MVOY

Title (as appears on video slate): \_\_\_\_\_

VIRIN Number: \_\_\_\_\_ Run Time: \_\_\_\_\_

Is any content in the entry classified (if Yes, the entry cannot be submitted)? ☐Yes ☐No

Source of music (if any): \_\_\_\_\_

Does the entry contain copywritten material (e.g. music, clips, etc.)? ☐Yes ☐No (if Yes, attach written authorization to this sheet)

Cover Story / Caption (not required for MVOY submission): \_\_\_\_\_

[illegible]